

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**ARCHITECT SPECIALIST-LICENSED**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for an architectural program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title – Architect Specialist-2 Licensed**

Architect Licensed Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Architect Specialist-3 Licensed**

Architect Licensed Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Architect or the Architect Licensed 12 job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline

that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### **Administrative Assistant**

Advises and assists the official in all areas of the official's responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

#### **Specialist**

Ensures the work quantity and quality for a specific architectural program by requiring strict adherence to methods and procedures.

Formulates procedures, policies, and guidelines for assigned programs.

Recommends, develops, and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Prepares working drawings, specifications, and cost estimates pertaining to the construction of buildings and structures.

Drafts master and final plans and prepares detailed development and other plans and specifications.

Reviews plans for conformance to codes and authorizes approval for construction.

Recommends modifications to existing specifications and plans.

Conducts structural, mechanical, electrical, and operational and/or maintenance surveys and recommends action where necessary.

Inspects projects as they progress to determine regulation and specification compliance.

Advises contractors on the interpretation of plans and recommends changes when necessary.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the program.

Makes public presentations of master plans with prepared plans, charts, and other visual aids.

Serves as a technical consultant and liaison with industry and governmental agencies.

Plans and coordinates the training of staff.

Conducts special projects and studies.

Maintains records, prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact that increases with the level of the position.

#### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

#### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the need, preparation, and use of reports.

Knowledge of the principles and practices of architecture.

Knowledge of laws and codes pertaining to architectural design.

Knowledge of methods of analysis and computation required in architectural design.

Knowledge of the instruments, tools, symbols and nomenclature used in architectural or structural drawing, shop drawing and specifications.

Knowledge of the costs and uses of construction materials in building design.

Knowledge of inspection techniques and procedures.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to organize and coordinate the activities of an architectural design or plan review program.

Ability to determine work priorities.

Ability to make accurate drawings to scale from sketches, design drawings, and verbal instructions.

Ability to prepare complete plans, specifications, schedules, and cost estimates.

Ability to make space utilization studies and analyses.

Ability to make material and labor estimates and computations.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

**Working Conditions**

Some jobs require visiting building sites and observe construction may be required.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in architecture.

**Experience**

**Architect Licensed Specialist 13**

Four years of experience as an architect, including two years of experience equivalent to an Architect P11.

OR

One year of experience as an Architect 12 or Architect Licensed Specialist 12.

**Architect Licensed Specialist 14**

Five years of experience as an architect, including three years of experience equivalent to an Architect P11.

OR

Two years of experience equivalent to an Architect 12 or Architect Licensed Specialist 12.

OR

One year of experience equivalent to an Architect Specialist Specialist 13.

**Special Requirements, Licenses, and Certifications**

Possession of a registered professional architect license as required by the State of Michigan.

**ARCHITECT SPECIALIST-LICENSED**

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**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
ARCHITSPL	Architect Specialist-Licensed	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Architect Specialist-2 Lic	ARTSPL2	H21-029
Architect Specialist-3 Lic	ARTSPL3	H21-030

ECP Group 2  
Revised 5/22/02  
SRA/VLWT/Team Leaders